
Business Continuity FAQs for Supervisors

Preplanning before an emergency for supervisors

1. Know the Lab's Emergency Status Announcement number – 1-800-445-5830.
2. Know how to access information on the status of the Lab's and your division's/group's operational capabilities.
3. Maintain a current list of your division's management contact information (home and work).
4. Maintain a current list of your employee's contact information (home and work).
5. Maintain a current list of all other key person's contact information (home and work).
6. In planning for significant absenteeism in your work group due to a emergency, work with your [division's HR Center](#) to prepare a plan to maintain necessary systems or services

Priorities during an emergency for supervisors

1. Know the status of the Lab's and your division's/group's operational capabilities.
2. Receive instructions from division management regarding contacting employees to return to work.
3. Contact employees to determine employee's availability to return to work. Schedule accordingly.
4. Refer employees who need emotional assistance to UC CARE Services, the Lab's Employee Assistance Program, for support at 510-643-7754.
5. Notify your [Human Resources Center](#) immediately of the death of an employee. This notification will ensure the initiation of benefit payments and other possible assistance to eligible dependents or designated beneficiaries.
6. Contact your [Human Resources Center](#) for staffing, leaves of absence, telecommuting issues.
7. Refer questions about workplace precautions against infectious disease to Health Services.

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For specific employment issues, contact the Human Resources Department.

Human Resources Contact Information

Human Resources Department

510-486-7950

Benefits

510-486-6403

Employee / Labor Relations

510-486-6747

Division Human Resources Centers

Accelerator and Fusion Research (AFRD)

510-495-2211

Advanced Light Source (ALS)

510-486-6065

Chemical Sciences (CSD)

510-486-6065

Computing Sciences and IT

510-495-2211

Earth Sciences (ESD)

510-486-4885

Engineering (ENG)

510-486-4904

Environment, Health and Safety (EH&S)

510-486-4709

Environmental Energy Technologies (EETD)

510-486-4885

Facilities

510-486-4904

Genomics/JGI

925-296-5676

Lab Directorate (LD)

510-486-4709

Life Sciences (LSD)

510-486-4885

Materials Sciences (MSD)

510-486-6065

Office of the Chief Financial Officer (OCFO)

510-486-4709

Operations (OPS)

510-486-4709

Nuclear Science (NSD)

510-495-2211

Physical Biosciences (PBD)

510-486-4885

Physics (PH)

510-495-2211

During an Immediate Emergency

Lab management will communicate the operational status of the Lab and will let you know if Lab operations may continue or must be discontinued. All laboratory operating questions regarding returning to work will be communicated on the Lab web site and the Lab's Emergency Status Announcement number – 1-800-445-5830. Information regarding safety issues and Lab operations will be the first priority and answers to other questions will be answered as the emergency subsides. Supervisors should keep track of their employees who are working to resolve the emergency issues at the Lab.

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During a Prolonged Emergency

Q. Can I make a temporary change to an employees' job assignments so that my group can continue our primary (essential) functions during an emergency?

A. Yes. Both the Regulations and Procedures Manual (RPM) and all of the collective bargaining agreements recognize the Laboratory's management right to reassign employees to tasks appropriate for their classification and skill level.

Q. Can I temporarily change an employee's assigned shift and/or assigned work schedule to continue our primary (essential) functions during an emergency?

A. Yes. Both the Regulations and Procedures Manual (RPM) and all of the collective bargaining agreements recognize the Laboratory's management right to temporarily adjust employees' work schedules to meet operational demands during the emergency.

Note: This adjustment may be made on a case-by-case basis depending upon operational considerations.

Q. During a pandemic emergency, suppose my employee is sick with possible pandemic symptoms and states they are able to come in to work. They want to come in to work. Should I let them?

A. Instruct the employee not to return to work until his/her doctor confirms that they do not have the pandemic illness. Upon their return to work, the employee must first meet with Health Services for clearance to return to the workplace.

Q. If I require my employee to stay home, do I have to pay them?

A. Nonexempt employees will not be paid but may use their accrued sick leave. For exempt employees, the answer is the same as non-exempt employees – except if the exempt employee has worked any portion of a four (4) hour work period and has exhausted all their accrued sick and vacation leaves. In this instance, we pay the exempt

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employee for the rest four (4) hour work period. For more guidance, please contact your [division's HR Center](#).

Q. Can I allow employees to telecommute in order to continue operations?

A. If your employee's work can be done off-site, you can allow your employee to temporarily telecommute during the emergency. Please refer to [RPM 2.06 Compensation, Scheduling, and Work Location policy](#) on telecommuting and contact your [division's HR Center](#).

Q. Can I require an employee to report to work during an emergency?

A. If Laboratory Management determines that it is safe for your employee to return to work, the employee should return to work. If they are unable to return to work, the employee is placed on leave status and the supervisor should follow the appropriate leave policy and procedure. For more information, contact your [division's HR Center](#).

Q. If the Lab Director closes the Lab during an emergency, how do we handle employee's pay?

A. Laboratory Management will determine if employees will or will not be paid during an emergency. If they will not be paid employees may use accrued leave or take leave without pay.